

Policy Title:	INTERVENTION AND SUPPORT FOR RISK-RELATED STUDENT BEHAVIOUR	Area of Responsibility: SENIOR VICE PRESIDENT, HUMAN RESOURCES AND FACILITIES SERVICES
Policy Section:	EMERGENCY RESPONSE AND HEALTH & SAFETY	
Effective Date:	2024 08 29	Policy No: 3.31
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Important Note: The Campus Care Team (CCT) does not respond directly to emergencies. If any member of the College community is reporting an emergency situation such as imminent risk of suicide, immediate risk to the safety of others, weapons, violent behaviour or medical emergencies, contact Campus Security immediately and/or call 911.

1. PURPOSE

St. Clair College (“the College”) is committed to the success of its students and will take all reasonable steps to provide support to students experiencing periods of crisis or distress.

The purpose of this policy is to establish a framework for the identification of risk-related student behaviour and the coordination of early preventative intervention and support.

2. SCOPE

This policy applies to all St. Clair College students while on campus, including student residences located on College property. This policy may also apply to students while off campus if the concerns pose a risk to other members of the College community.

3. DEFINITIONS

“**Campus Care Team**” or “**CCT**” is a multi-disciplinary team at St. Clair College that provides a caring and coordinated response to risk-related student behaviour.

“CCT Accommodations” are adjustments and/or modifications to the College’s educational processes in support of an intervention strategy. CCT Accommodations cannot modify the learning outcomes or essential requirements of academic programs or courses.

“Intervention” means strategies (including interim and continuing) to address the risk-related student behaviour.

“Involuntary Withdrawal” is the removal of a student from campus, academic programming and/or College residence for a period of time as a result of risk-related student behaviour. An Involuntary Withdrawal is a non-punitive measure.

“Risk-Related Student Behaviour” includes any student behaviour that may put the student themselves, the educational processes, and/or the College community at risk of harm. Risk-related student behaviour includes but is not limited to:

- Student who indicates suicidal thoughts in any manner and/or who carries out or threatens to carry out an act of self-harm.
- Student’s behaviour and/or academics have undergone a significant change and there is a concern for the student’s well-being.
- Student has recently been hospitalized for risk-related behaviour.
- Behaviour exhibited by a student raises concerns about a risk of harm to other members of the College community and/or potential for violence.
- Any concern reported by a member of the College community concerning distressing or worrisome student behaviour.

“Senior Operations Team” means St. Clair College’s Senior Operations Team.

“Student” means a student registered at St. Clair College.

4. CAMPUS CARE TEAM (CCT)

4.1 The Campus Care Team will be governed by Terms of Reference that are reviewed annually. The Senior Operations Team will appoint members to the Campus Care Team and ensure that the membership is multidisciplinary.

4.2 The Campus Care Team will meet regularly and on an as-needed basis to identify risk-related student behaviour and coordinate preventative intervention and support.

4.3 Without limiting the application of other College policies, the Campus Care Team will respond to risk-related student behaviour in a non-punitive manner.

4.4 The Campus Care Team may consult with internal and external members, as required, and use structured threat assessment tools to identify risk.

4.5 Privacy legislation and St. Clair College's policies on confidentiality apply to the CCT.

5. RESOURCES AND REPORTING

5.1 The Campus Care Team shall develop a reference guide, entitled "How to Help Guide" to help College staff identify the level of urgency with which student behavioural concerns should be handled. This resource will help guide appropriate action based on the immediacy of the concern, including non-urgent, escalating, urgent, and emergency situations. (Appendix A)

5.2 The Campus Care Team shall develop protocols to be used by College staff in response to students in distress or where student behaviour raises concern for self-harm or harm to others. (Appendix B)

5.3 The CCT shall develop a tool for reporting risk-related student behaviour to the Campus Care Team as set out in this policy. This tool is available from the Campus Care Team website, [Campus Care Team | St. Clair College \(stclaircollege.ca\)](https://www.stclaircollege.ca/campus-care-team).

5.4 College staff shall use the protocols and reference guides to determine the appropriate response based on the nature, circumstances, and urgency of the concern.

6. INTERVENTION

6.1 The Campus Care Team may implement a range of preventative and/or supportive interventions in response to risk-related student behaviour. The CCT may implement interim interventions to manage risks of harm deemed immediate and to minimize the detrimental impact on the College community. The CCT may implement continuing interventions to address ongoing risk of harm.

6.2 Every student who has been identified as having risk-related behaviour, or otherwise engaged with the CCT, will be assessed individually. Interventions will be individualized and administered in a manner consistent with the College's obligations under the Human Rights Code.

6.3 Whenever possible, the Campus Care Team will support students to progress academically by encouraging access to supports and resources. The Campus Care Team will acknowledge, but not stigmatize, mental health issues and encourage students to seek help or treatment as may be needed. The Campus Care Team may refer a student to counselling or other services available at St. Clair College. Where appropriate, the Campus Care Team may refer to external resources and services.

6.4 The Campus Care Team may arrange for reasonable adjustments and/or modifications to a student's academic progression by developing an individualized academic plan that includes CCT Accommodations. The Campus Care Team will engage faculty and/or College staff in consultation whenever necessary in the development of CCT Accommodations. CCT Accommodations cannot modify the learning outcomes or essential requirements of academic programs or courses.

6.5 Intervention by the Campus Care Team may include a student's participation in a Violence Risk Assessment.

6.6 Where appropriate, the Campus Care Team may recommend a student's involuntary withdrawal to the Senior Operations Team.

6.7 Interventions by the Campus Care Team cannot be appealed. St. Clair College reserves the discretion to apply other College policies and procedures to manage student behaviour.

7.0 Attachments:

7.1 Appendix A: How to Help Guide

7.2 Appendix B: Protocols for Risk-Related Student Behaviour

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Appendix A: How to Help Guide

Please find printable guide at [Campus Care Team | St. Clair College \(stclaircollege.ca\)](https://www.stclaircollege.ca/CareTeam)



How to help: Identifying and supporting students in distress

Contact information: St. Clair College Counsellors

Windsor:
(519) 972-2727 ext. 4226
studentbodycounsel@stclaircollege.ca
Room A2110


Chatham:
(519) 354-9100 ext. 3306
chathamstudentbodycounsel@stclaircollege.ca
Room W1023

Downtown Campus:
(519) 972-2727 ext. 4348
downtownstudentbodycounsel@stclaircollege.ca
Room R1011 (1 Riverside Campus)

Mental Health Services

Windsor Campus:
(519) 972-2727 ext. 4226
Room A1342 (Health Centre) &
Room A2110 (Student Services)

Chatham Campus:
(519) 354-9100 ext. 3306
Room W1023

EMERGENCY		URGENT		ESCALATING		NON-URGENT	
<ul style="list-style-type: none">needs immediate responsepossibly life-threateningimminent safety risk to self or others		<ul style="list-style-type: none">needs timely referralnot life-threateningno imminent safety risk to self or others		<ul style="list-style-type: none">needs interventionis impacting the student's well-beingis disruptive to others at the college		<ul style="list-style-type: none">needs connectionconcern for the student success and well-beingdoes not impact others at the college	
My role: Stay with the student until support arrives and/or report the matter immediately.		My role: Ensure immediate action and/or referral		My role: report the situation to the Campus Care Team www.stclaircollege.ca/CareTeam		My role: help connect the student to the appropriate service(s) and follow up with the student within one week	
Situation <ul style="list-style-type: none">Concern of suicideActions/thoughts of suicide, including third party reportThreats and/or acts of violenceAssault or injury, active threat of violence, witness and act of violenceSubstance abuseOverdose, potential overdose, alcohol poisoning, potential alcohol poisoning		Situation <ul style="list-style-type: none">Incoherent or unintelligibleStudent is distraught, cannot be calmedDisruptive BehaviorRefusal to leave the classroom or area and is creating a disruptive scene that is hindering othersDomestic ViolenceDisclosure of domestic violence or suspicion of domestic violenceSexual Assault / Violence		Situation <ul style="list-style-type: none">harassmentbullyingdiscriminationsexual misconduct / harassmentstalkingserious conflict requiring mediation or investigation		Situation <ul style="list-style-type: none">change in mood, behaviour or appearancesocial isolationdifficulty communicatingfamily issuessubstance misuse that negatively impacts well-being	
Suicidal <ul style="list-style-type: none">Bring student to Campus 1, Health Centre (CHC) or 2, Student Services (SS) or 3, SecurityIf student does not want to accompany you call 4911 (Windsor), 3911 (Chatham) 911 (Employment Offices)		Incoherent / Disruptive <ul style="list-style-type: none">Windsor - Call 4911Chatham - Call 3911Employment Offices - Call 911 Domestic Violence <p>Disclosure - listen, encourage student to report to Security. Staff are obliged to report. Suspicion - speak to individual and encourage them to report it to Security.</p> Sexual Assault / Sexual Violence <p>Listen without judgment, ensure student is in a safe place, advise of resources www.stclaircollege.ca/sexualviolence</p> <p>Including medical help, inform complainant your obligation to report to the Sexual Violence Lead (J. Crowley ext. 4030)</p>		<div><p>Our trained and experienced team members address student behavioural concerns that are not living up to the College's objective of providing a non-threatening environment where everyone feels safe and secure. The Care Team addresses critical student behavioural through review of situations/incidents, information gathering and sharing, and providing recommendations to ensure the safety and educational success of the student.</p><p>IMPORTANT: The Campus Care Team does not replace other classroom management or disciplinary processes nor does it address student behaviours and concerns that require immediate attention.</p></div>		Academic and Personal Counselling <ul style="list-style-type: none">Windsor: (519) 972-2727 ext. 4226Chatham: (519) 354-9100 ext. 3306Downtown: (519) 972-2727 ext. 4348student-services@stclaircollege.ca	
Violence / Substance Abuse <ul style="list-style-type: none">Windsor - Call 4911Chatham - Call 3911Employment Offices - Call 911		Financial Aid Department <ul style="list-style-type: none">at 519-972-2718 or financialaid@stclaircollege.ca Windsor - Windsor/Essex County <p>Food Bank at 519-944-4900 ext. 105 or fbcc.ca</p> Chatham-Kant Food Banks <ul style="list-style-type: none">www.kantfoodbank.com Chatham-Kant Homeloss Response <ul style="list-style-type: none">519-354-6628 (24/7) College Residence <ul style="list-style-type: none">519-966-1001 or info@stclaircollege.ca Career Counselor Job Postings: <ul style="list-style-type: none">stclaircollege.ca/career-central/ Informational Education Office: <p>Wellness Centre Main Campus (2nd floor)</p> <ul style="list-style-type: none">519-972-2727 ext. 2753 or information@stclaircollege.ca					
Call Security <ul style="list-style-type: none">519-972-2741		First Aid student with accessing Student Services Counsellors via the contact information listed above. <p>Then Work with Counsellors to provide any required accommodations for academic success</p>					
Call Police if immediate suicide concerns, then call Security to report this situation.		Assist student with accessing Student Services or Mental Health Counsellors via the contact information listed above.					
Windsor Police <ul style="list-style-type: none">519-258-6111 Chatham-Kent Police <ul style="list-style-type: none">519-352-1234		LM: Walk Mobile App <ul style="list-style-type: none">1-877-554-6935 Good2Talk Helpline <ul style="list-style-type: none">1-866-925-5454good2talk.ca WeConnect <ul style="list-style-type: none">1-888-377-0002www.speakastudent.com Breaking Free <p>Addictions Help</p> <ul style="list-style-type: none">breakingfreeonline.ca					
HELPFUL HINT: For off-campus urgent or emergency situations, try to ask the student for their address and phone number.		For local resources including shelters and food <ul style="list-style-type: none">Windsor - Dial 311Chatham - Dial 311Mental Health at 1-866-531-2600Telhealth at 1-866-797-0000					
		Email or leave a message with Student Services at contacts above and messages will be returned the next business day					
		Visit stclaircollege.ca/student-services for a complete list of on campus and online resources					
						Note: If any of these concerns begin to escalate or affect the College community, please report the situation to the Campus Care Team	

RELATED POLICIES: ¹ 3.31 - Procedures for dealing with Student Behavioural Concerns ² 3.34 - Sexual Assault and Sexual Violence Policy and Procedures ³ 2.1 - Code of Student Rights and Responsibilities ⁴ 2.4 - Student Equity, Inclusion And Accessibility Services

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Appendix B: Protocols for Responding to Risk-Related Student Behaviour

Introduction

The protocols outlined below provide guidance to staff when encountering risk-related student behaviour.

General Behavioural Concerns

College staff concerned with escalating student behaviour should the How to Help Guide in Appendix A and submit a CCT Student Concern Report. Staff who submit a report may be contacted for more information and will be provided with an update. Staff may be asked to be part of the monitoring plan, if implemented.

Specific Protocols for Risk Related Student Behaviour

Threats of Suicide

Student threats of suicide shall be treated seriously. If a student threatens suicide either through verbal, email, text or other means of communication, College staff shall follow the guidelines outlined below:

1. Where possible, express concern for the student's wellbeing and explain that threats of suicide cannot be kept confidential. Respond to them with supports.
2. In face-to-face situations, during daytime business hours, walk the student to Student Services or the Campus Health Centre. If this is not feasible, call Security to escort the student.
3. If there is a direct threat of suicide contained in an email or other written communication, call the Police to conduct a wellness check on the student. Provide them with as much information as possible. Inform Security once complete.
4. Students concerned about a peer threat of suicide shall be informed that the information cannot be kept confidential. Obtain as much information as possible about the student threatening suicide and follow the guidelines above.
5. Staff shall not act as in the capacity of a mental health professional. Follow this protocol and if the situation differs from outlined above, always seek assistance.

Student is Struggling

If a student reaches out and communicates that they are experiencing difficulties with their mental health, physical health, financial, academic, etc. that is affecting their ability to continue with school, remind them of the many supports offered by the College and provide them with the appropriate links to campus resources. Examples include:

- 1.0 Health Centre for medical concerns. [Health Centre | St. Clair College \(stclaircollege.ca\)](http://stclaircollege.ca/Health-Centre)
- 2.0 Student Services for academic counseling, tutoring and/or mental health counseling. [Student Services | St. Clair College \(stclaircollege.ca\)](http://stclaircollege.ca/Student-Services)
- 3.0 Financial Aid for financial concerns.

If supports have been offered and the student continues to communicate their distress, complete a CCT Student Concern Report and a member of the CCT will reach out.

Threats of Violence/ Acts of Violence

Active Violence

Threats of violence must be reported to Security at the emergency lines listed below.

4911 Windsor Campuses

3911 Chatham Campus

911 Off Campus Locations (followed by Campus Emergency Line)

Threat of Violence/ Concern for Safety

In situations where a threat for potential violence may exist, College staff must inform Security.

1. If any member of the College community is concerned about being a target of the threat of violence, the College will work with the individual by creating a safety plan. Investigations are necessary to determine the nature and validity of the threat or situation. Students/Respondent may be issued an interim suspension (per the Code of Student Rights and Responsibilities) pending investigation or they may be allowed to continue with their schooling while the investigation takes place. The nature and validity of the threat or act of violence will dictate this; every situation is different. The College will always act in the best interest of the safety for those involved. Results of the investigation will be shared with those who have a need to know and understand the outcomes.
2. All formal communication to students or staff will be handled by College Administration as applicable.

Disruptive Behaviour

Classroom/Lab/Shop Disruption

1. Within the classroom environment if a student is being disruptive and they are not responsive to the faculty's attempts at restoring a respectful learning environment, faculty are empowered to ask the student to leave the classroom. It is recommended that faculty follow up with the student after class and request that they meet prior to returning to class.

2. If the student refuses to leave, faculty may call Security at the campus emergency line for assistance with having the student removed from the classroom. If Security is required, the student will be asked to provide a security statement, then instructed to leave campus for the day and wait for College Administration to contact the student to investigate the matter. A security report will be completed, and faculty are expected to complete a statement with Security immediately after their class. The Security report will be sent to the Chair as a first level of follow-up with the student.
3. The Chair shall meet with the student, and the faculty if appropriate, prior to the student returning to class. The Chair shall communicate with the student and inform the student of the meeting time and purpose. The purpose of the meeting is to discuss the students' behaviour and expectations moving forward. Other actions may be taken depending on the nature of the disruption, such as engaging the College Resolution Officer if the matter needs to be addressed under the Code of Student Rights and Responsibilities.
4. It is important for faculty to act on the first disruption caused and to not allow disruptions to continue. It is also important for faculty to document the behaviour exhibited by the student that caused a disruption and actions to address that behaviour.

Disruptive Behaviour within the College, Outside of the Classroom

Within the College, if a student is being disruptive and/or disrespectful, College staff may state that this is a respectful work and learning environment and that for the conversation to continue, a respectful environment must be maintained. If this does not resolve the situation, College staff may request calmly that the individual talk with the Manager of the area. College staff should then seek the assistance of their Manager (or another Manager in their absence). If the situation cannot be resolved or if there is a concern for safety, College staff should engage Security. College staff should also support one another. If a colleague is in a difficult situation, call the Department Manager or Security to assist.

In both cases, document the incident with Security to ensure appropriate follow up.

Disclosures of Interpersonal Violence

If a student discloses that they are fearful due to a threat from a partner, ex-partner, parent, friend, etc., or if you become aware that a student is in a potentially dangerous situation:

1. Listen, be non-judgmental.
2. Obtain the student's name and contact information and assist them with reporting to Security. Inform the individual that Security Services can help create a safety plan and make referrals to help, when ready.
3. If the student chooses not to attend Security, follow up with them with supports. Also inform them that in the interest of the safety of themselves and the institution, the information will be shared with Security who will treat the matter with confidentiality and reach out to them.

It is important that you DO NOT:

- Get involved in trying to solve the problem.

- Give advice on how to solve the situation.
- Tell the individual that they should leave the situation – you do not know what type of individual they are dealing with.
- Keep the information confidential – you must inform Security.
- Disclose the information to others – if Security deems this necessary, a communication will be sent to those affected.